

Training and Compliance Analyst, Expansion project (Term Role)

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Date: Jan 19, 2023

Location: Calgary, Alberta, Canada

Company: Trans Mountain

The Trans Mountain Expansion Project will provide increased capacity to support Canadian crude oil production growth and ensure access to global energy markets. The largest project in the pipeline's history, it involves installing approximately 980 kilometres of new pipeline, as well as new and modified facilities.

Our Core Values

Trans Mountain's core values – Safety, Integrity, Respect and Excellence – guide our every step. Each obstacle we've overcome or success we've experienced has been the result of a shared commitment to living these values every day. Together, we're focused on doing the right thing for each other and our communities.

As a Training & Compliance Analyst with the Trans Mountain Expansion Project (TMEP), you'll have the opportunity to work with a progressive and fast paced group training and compliance professionals. Reporting to the Team Lead, Training, CCAP, and Permit Compliance, the Analyst supports the Project with analytical and administrative support related to the TMEP Compliance Management System application (Enablon), the TMEP Training Help Desk, and accurate and timely administration and processing of personnel training records and qualifications.

Key Responsibilities:

- Assist with Enablon data quality control, including data clean-up and revisions;
- Collaborate with Enablon users and superusers to review/revise task descriptions and support the on-going sustainment and transfer of Enablon compliance data;
- Processing of TMEP training completion records, including adding certifications and qualifications to the Learning Management System (LMS);
- Respond to training-related inquiries received through the Training Help Desk;
- Collaborate with various Project and Base Business groups to manage the Help Desk inquiries;
- Assist with weekly and month-end training reports and metrics.;
- Ensure all Project confidentiality and security for training and CCAP documentation is maintained as per the applicable Management System Standards and Procedures; and
- Assist with other team functions and support as necessary

Qualifications and Professional Experience:

- Degree or diploma in business, education or a related field is preferred;
- Minimum of five (5) years of experience working in the Oil and Gas industries providing Training and Compliance support and analytical reporting;
- Intermediate to advanced computer skills with Microsoft Office and SharePoint;
- Analytical mindset with demonstrated critical thinking and problem-solving skills as well as the ability to adapt to changing priorities and deadlines;
- Must be a team player with a positive attitude;
- Organized, self-starter who is able to work in a team environment;
- Strong attention to details and deadline-oriented;
- Must be flexible and adaptable to change; and

- Excellent interpersonal, communication, planning, problem solving, organizational, and customer service skills.

We Build Careers and Pipelines That Last

Our story is about determination, resourcefulness and resilience. It's about charting our own course, finding innovative solutions to challenging problems and doing the right thing. It was true when Trans Mountain became a company in 1951 and it's just as true today. We welcome new members to our team that embrace the qualities in our story, that thrive on the new path and directions we take. Our culture is one of care and taking our responsibilities seriously. If you would like to contribute to our culture, then join our journey.

A Rewarding Opportunity

We offer:

- An opportunity to work for a world class pipeline project in Canada;
- Valuable experience providing opportunity for professional development and career advancement;
- An opportunity to engage with and learn from some of the most talented and experienced people in the business;
- Competitive compensation;
- A place to share a sense of purpose and build relationships;
- Meaningful work that makes a difference;
- An opportunity within the Canadian energy industry.

We value:

- The health, safety and wellness of everyone working on or impacted by our Project;
- Meaningful participation from Indigenous and local communities;
- The commitment and resilience of our people;
- Collaboration and achieving success together.

In keeping with Trans Mountain's commitment to maximize benefits for communities, priority will be given to qualified candidates from Indigenous, local and regional communities along the Trans Mountain existing, and expansion, pipeline corridor.

In Alberta, the existing pipeline system spans the traditional territories of Treaty 6, 7 and 8, and the Métis Nation of Alberta (Zone 4).

In British Columbia, the system crosses the traditional territories of numerous First Nations that are affiliated with the Secwepemc, Dakelh (Carrier), Nlaka'pamux, Syilx/Okanagan, Interior and Coast Salish, Stó:lo, as well as the Métis.

Trans Mountain also operates through 15 First Nation Reserves located within the region spanning the BC interior through Fraser Valley.

Our Commitment to Diversity and Inclusion

Trans Mountain is committed to supporting diversity and individual differences. The diverse viewpoints and cultural knowledge that our employees bring to work enrich our organization's collective cultural understanding, which is reflected in the work we do every day. Trans Mountain

welcomes new team members from traditionally underrepresented groups, including women, Indigenous Peoples, members of visible minorities and persons with disabilities.